

THE ADMINISTRATION OF UNION TERRITORY OF LADAKH
OFFICE OF THE DISTRICT INFORMATICS OFFICER, LEH
(Information Technology Unit, Leh)

Short Term Quotation

Sealed quotation duly affixed with revenue stamps worth Rs. 6.00 are invited from reputed manufacturer/ Dealers/ Suppliers for the supply of below mentioned computer items, required for the new establishment of the Lieutenant Governor, Advisor to LG and secretaries of the Administration of Union Territory of Ladakh. The quotation should be addressed to District Informatics Officer, NIC/IT Unit, DC Office, Leh. The quotation should reach this office by or before 10/12/2019 (2.00PM). The Committee constituted for evaluating of the quotations will open the quotation on 10/12/2019 at 3.00PM or any other time/date convenient to the Committee.

S. No.	Detail of items	Specifications	Qty.	Rate offered per unit
1.	Photocopier machines,	20PPM, A3, Network/Wireless with other standard features	05	

Terms & Conditions :-

1. Self attested copy of the GSTIN Registration certificate.
2. The rates quoted should be written clearly in words and figures, without any cutting/erasing /overwriting and correction.
3. The successful quotationer/bidder has to supply the items/material within 3 days after the issuance of supply order in view of urgent requirement.
4. Bills in triplicate for the items supplied by the selected supplier(s)/firm(s) should be raised for payment and should contain the GSTIN No. printer on the bills and GST amount should be reflected in the bill.
5. If the items are not of good quality, the supply shall be rejected and will have to be replaced within a reasonable time by the supplier immediately at his own risk cost and responsibility.
6. Rates should be strictly quoted inclusive of all taxes (CGST/SGST & other taxes, etc.) applicable at the time of supplies and quoted F.O.R. DIO, IT Unit (NIC), DC Office Leh.
7. Tentative quantity shown may vary at the time of supply order depending on the requirements and availability of funds.
8. The Committee constituted for evaluation of the quotations has the authority to reject the quotations, if not satisfied, without citing any reason.


District Informatics Officer,
Leh

No. NIC-Leh/UTL/IT/2019-20/ 01-4

Dated: 05 /12/2019

Copy to the :-

1. Director, Finance/Accounts & Treasuries, Ladakh.
2. Accounts Officer to Deputy Commissioner, Leh.
3. OSD to Secretary, Information Technology, Ladakh.
4. Notice board, Main Bazar/DC Office Leh.